

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

Text Pages 2 through 8

2.28.a C-A Weekly Meetings Diagrams and Table

C-A OPM Procedures in which this Attachment is used.

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| 2.28 | | |
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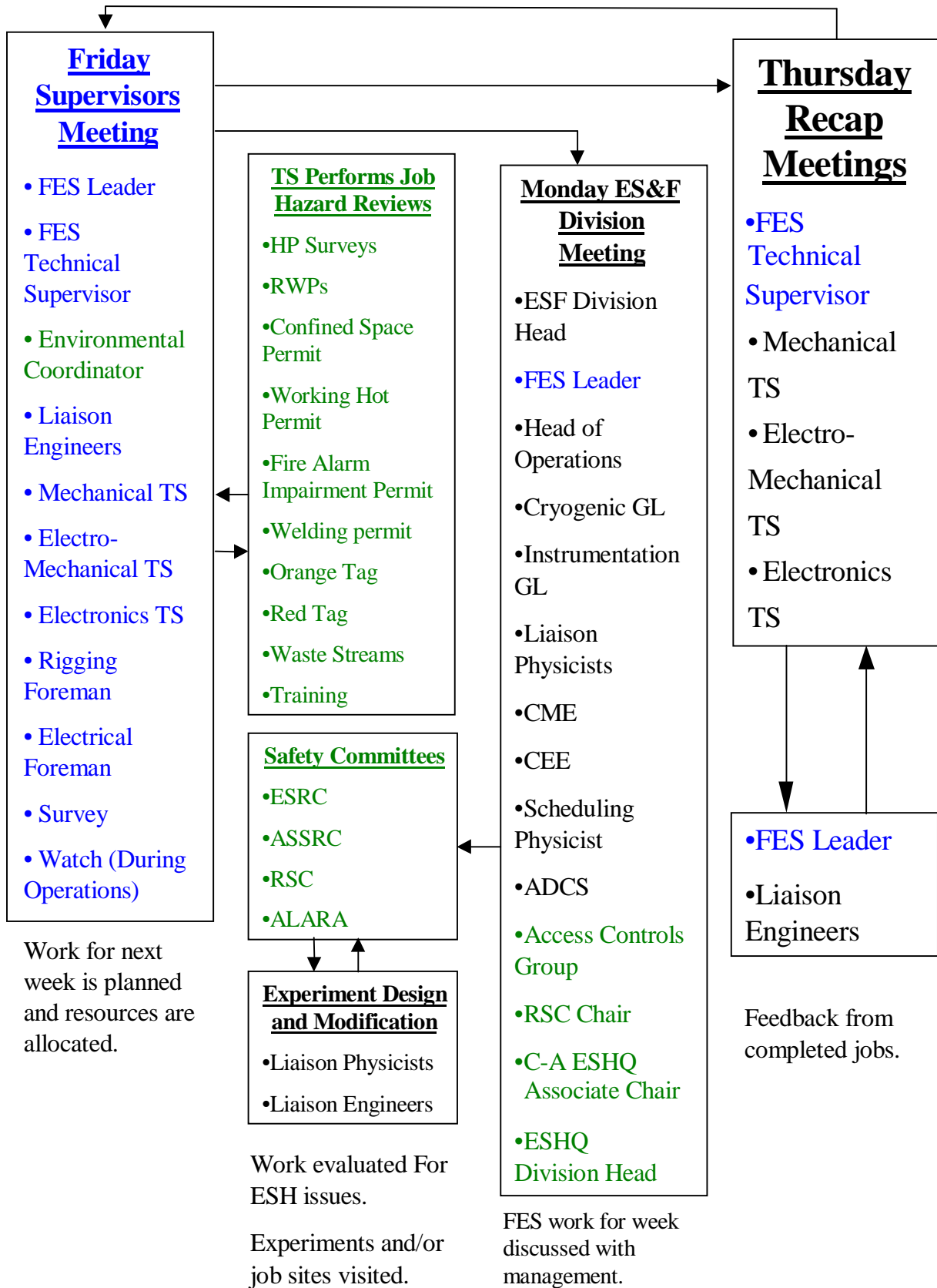
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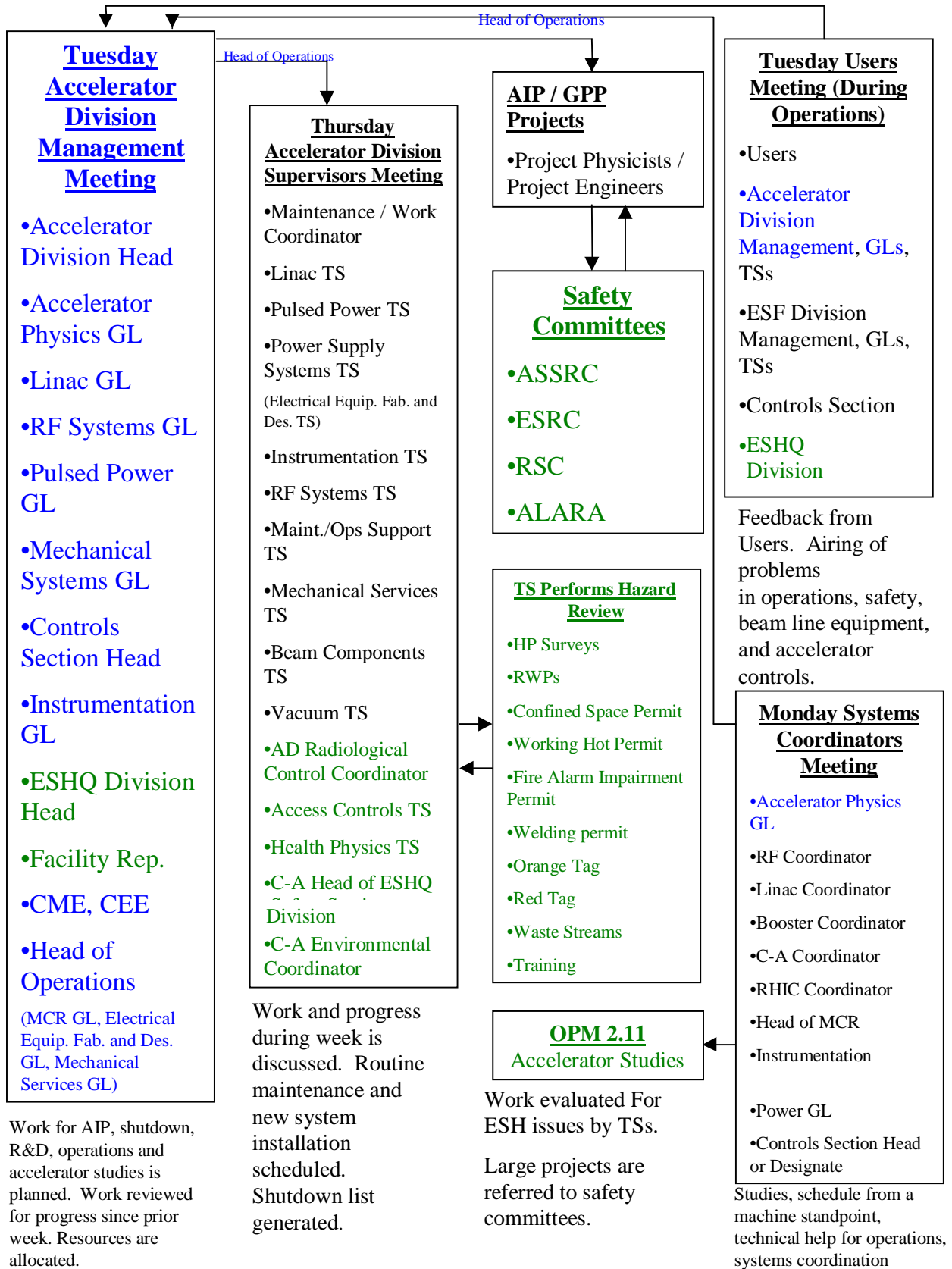
Approved: _____
 Collider-Accelerator Department Chairman Date

E. Lessard

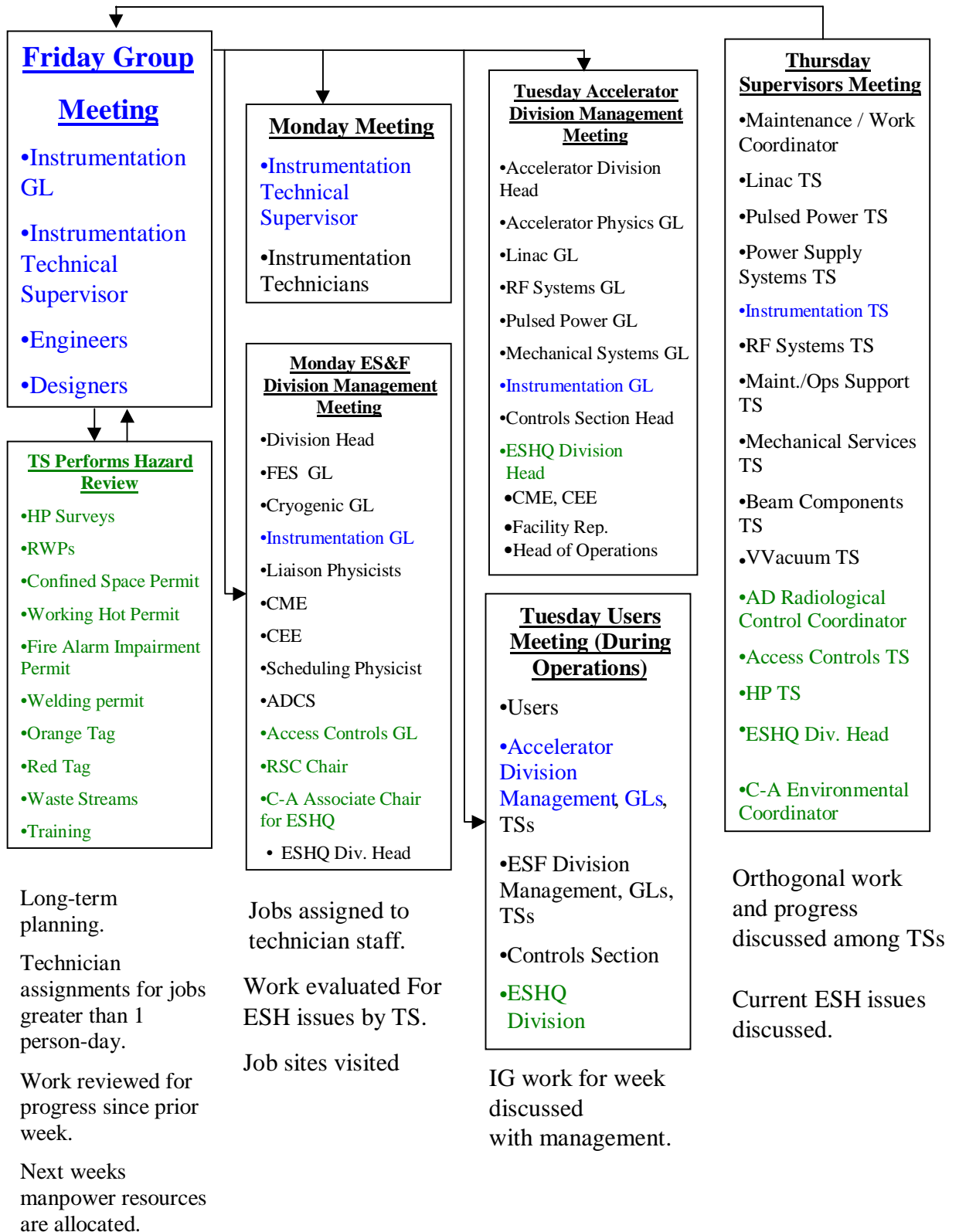
C-A FACILITIES & EXPERIMENTAL SUPPORT WORK PLANNING



C-A ACCELERATOR DIVISION PLANNING



C-A BEAM COMPONENTS & INSTRUMENTATION GROUP



Collider-Accelerator Planning Meetings

| Department/ Division Name: | Group Name: | Meetings and Frequency | ESHQ Staff Present (Yes or No) | Type(s) of Work Planning accomplished • Accelerator Projects • Experiment Projects • Daily Tasks Other scope of Meeting |
|--|---|--|---|--|
| Collider Accelerator Department | | Monthly - Department Chairman and Project/Division Management | Yes | Roll-up status of Department operations and required actions. |
| | Booster Applications Facility Project | Weekly - Construction Bi-weekly Status | No | Project status review and planning |
| | 70 MeV Cyclotron Project | Periodic | Yes | Design Review |
| | Spallation Neutron Source Project | Bi-weekly | No | Project status review and planning |
| | • SNS Electrical Systems | Weekly | Yes | Project status review and planning |
| | • SNS Accelerator Systems | Weekly | No | Project status review and planning |
| | • SNS Mechanical Systems | Weekly - Group | Yes | Project status review and planning |
| Accelerator Division | | Weekly | Yes | AIP, shutdown, R&D, operations, and accelerator studies planning/review/resource allocation |
| | Accelerator Physics | Weekly Coordinators Meeting- group | No | Studies/machine scheduling, technical help planning, and systems coordination |
| | • Collider | Daily (Commissioning) Daily (Shift/Shift Review) | No No | Status/Planning of daily tasks |
| | • Injectors | Weekly | No | Status/Planning of daily tasks |
| | • Operations Analysis | Daily - One on One | No | Status/Planning of daily tasks |
| | Vacuum Systems | Daily - Supervisors One on one – Technicians as required | No | Status/Planning of daily tasks |
| | Electrical Systems | | | |
| | • Engineering | As Required | No | Status |
| | • Design | Weekly - one on one | No | Status/Planning of daily tasks |
| | • Pulsed Power Systems | Bi-weekly - Group | No | Routine planning/status of tasks |
| | • Equipment Production and Installation | Weekly - Group* | No | Status/Planning of daily tasks |

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|--|--|--|-----------------|-----------------------------------|
| | • Access Controls | Bi-weekly - Group* | No | Status/Planning of daily tasks |
| | • Booster/AGS Ring P.S. Systems | Weekly - Group | No | Status/Planning of daily tasks |
| | • Collider Electrical Power Supplies | Weekly - Group | No | Status/Planning of daily tasks |
| | • Magnet Protection | Meets with Collider Electrical Group | No | Status/Planning of daily tasks |
| | Machine Operations | | | |
| | • Main Control Room | Monthly with Group (Frequency does not apply when machine is running) | No | Status/Planning of daily tasks |
| | • Maintenance | Weekly (Accelerator Division Supervisors Meeting) | Yes | Accelerator Projects, Daily tasks |
| | RF & Instrumentation | | | |
| | • RF Systems | Bi-weekly - whole Group twice per week - C-A RF Group | No | Status/Planning of daily tasks |
| | • HF Instrumentation | Daily - One on One | No | Status/Planning of daily tasks |
| | Mechanical Systems | | | |
| | • Engineering | Monthly - Group | No | Status/Planning of daily tasks |
| | • Collider Mechanical | Daily, TS & Group | No | Status/Planning of daily tasks |
| | • Design | Daily - Group | No | Status/Planning of daily tasks |
| | Cryogenic Systems | Weekly - Group | No | Status/Planning of daily tasks |
| | Beam Components & Instrumentation | Weekly - Group Daily - Supervisors | No | Status/Planning of daily tasks |
| | Preinjectors | | | |
| | • Linac | Weekly - EBIS Group Daily - Linac Group | No | Status/Planning of daily tasks |
| | • Source | Weekly - EBIS Group Daily - Linac Group | No | Status/Planning of daily tasks |
| | • Tandem | Daily Shift Changes (2) - Operations personnel Monthly Safety Mtg - Group As Required - Eng. Group | No Yes No | Shift Review/planning |

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|---|--|--|-----|--------------------------------|
| Experimental Support & Facilities Division | | Weekly | Yes | Status/Planning of daily tasks |
| | Facilities & Experimental Support | Weekly - All Liaison Engineers | Yes | Status/Planning of daily tasks |
| | • Engineering | Weekly - Group | No | Status/Planning of daily tasks |
| | • Survey | Weekly - Group | No | Status/Planning of daily tasks |
| | • Power Distribution | Weekly - Group | No | Status/Planning of daily tasks |
| | • Water Systems | Daily - one on one Daily - Supervisor & group | No | Status/Planning of daily tasks |
| | • Mechanical Services | Daily - Supervisors (first and second line) Daily - Group | No | Status/Planning of daily tasks |
| | • Electrical Services | | | |
| | • Collider Accelerator Support | Weekly - Group Weekly - Supervisors | No | Status/Planning of daily tasks |
| | Physics Support | Three to six times per year as needed for proposals and special topics; many informal meetings | | |
| | Communications & Electronic Support | Weekly | No | Status/Planning of daily tasks |
| Controls Division | | Bi-weekly | No | Status/ planning of tasks |
| | Software | Weekly - One on One | No | Daily tasks, status/ planning |
| | Systems | Weekly - One on One | No | Daily tasks, status/ planning |
| | Applications | Weekly - One on One | No | Daily tasks, status/ planning |
| | Hardware | Weekly - One on One | No | Daily tasks, status/ planning |
| | | | | |
| Administrative Group | | | | |
| | Administration | Daily - One on One | No | Daily tasks, status/ planning |
| | Budget/Finance | Daily - One on One | No | Daily tasks, status/ planning |
| | Project Management | Daily - One on One | No | Daily tasks, status/ planning |
| | Facilities | Daily - One on One | No | Daily tasks, status/ planning |

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|-----------------------------|-----------------------------|--------------------|-----|----------------------------------|
| ESHQ/QA Division | | Daily - One on One | Yes | Daily tasks, status/ planning |
| | ES&H Coordinator | Daily - One on One | Yes | Daily tasks, status/ planning |
| | Environmental Protection | Daily - One on One | Yes | Daily tasks, status/ planning |
| | Safety Engineering | Daily - One on One | Yes | Daily tasks, status/ planning |
| | Training & Procedures | Daily - One on One | Yes | Daily tasks, status/ planning |
| | Quality Assurance | Daily - One on One | Yes | Daily tasks, status/ planning |
| | Radiation Control | Daily - One on One | Yes | Daily tasks, status/ planning |